

AGENDA

Commission on African-American Affairs Retreat Sessions

(Sept. 16, 2004, 12:00-5:00 p.m.)

(Sept. 17, 2004, 8:00 a.m.-12:00 p.m.)

Thursday, Sept. 16:

12:00 (noon) Lunch

1:00 Formal retreat session convenes

- Introductions
- Retreat purpose and agenda overview
- Facilitator's role and participation guidelines

1:20 Communication Styles workshop

2:45 Break

3:00 CAA historical overview

- Review of mission and roles/responsibilities of Commissioners and Staff
- Key duties of Commissioners
- Expectations discussion

4:00 Stretch break

4:10 Operating agreement (rules of engagement) developed

- Discuss and determine how Commission members and Staff will operate to enhance effectiveness

5:00 Adjourn

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Friday, Sept. 17, 2004:

- 8:00 Strategic plan/Budget/POG process
- History and overview
 - What it will take to move this plan forward
 - Discussion
- 8:30 Brainstorm desired Commission accomplishments for the next 3, 6, and 12 months
- Prioritize and select top 2-3 Commission accomplishments
- 10:00 Break
- 10:15 Discuss and assign responsibilities for achieving 2-3 priorities in next 3-12 months
- Set progress evaluation dates
- 11:00 Issue potpourri
- 12:00 Adjourn